



Accounting Supervisor

DEFINITION

Under general direction, supervise and prepare budgetary and financial reports and complex analyses; supervise work involved in utility billing, accounts receivable, and accounts payable; and provide assistance regarding payroll, purchasing, and accounting software.

SUPERVISION RECEIVED

Reports to the Director of Finance/City Clerk.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the Accounting Division including utility billing, accounts receivable, and accounts payable; provide assistance regarding payroll, purchasing, and accounting software.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Accounting Division; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Supervise, coordinate, and review the work plan for the Accounting Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Accounting Division and City's budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary; prepare analyses and recommend cost saving measures; prepare interim and final drafts of the budget; assist in preparation of additional information needed by the City Council during the formal budget meetings and give presentations of such information; monitor the budget-to-actual in order to help divisions budget more effectively in the future year.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Review departmental procedures and make improvements to such procedures.

Initiate and maintain internal control policy necessary for security of City assets.

Ensure that staff has the resources to maintain an efficient service center for the provision of accounting information to City personnel, the City Council, and citizens.

Monitor cash flow and investments to maximize return on investments while maintaining sufficient resources on hand for payment of vendors and payroll.

Meet with utility customers, vendors, representatives from other outside agencies, and citizens referred by City staff for information or other assistance.

Prepare accurate presentation of financial information and prepare financial statements.

Maintain current knowledge of generally accepted accounting procedures and professional standards and apply such knowledge to financial statement preparation.

Conduct monthly analysis of information contained in the financial statements and prepare additional reports for use by the Director of Finance/City Clerk, Department Heads, and City Administrator.

Notify Department Heads of timing problems or budgetary problems.

Prepare schedules and answer requests for information during the annual audit of the City financial statements.

Prepare initial projections of ending fund balances and initial projections of future year availability of funds for pay increases, benefits, and operations.

Prepare and maintain strategic plan for improvement of the information system; research, review, and recommend purchases of computer hardware and software; install and provide routine maintenance for hardware and software; train Finance Department staff on the use of hardware and software.

Perform other analytical projects as requested by the Director of Finance/City Clerk or by Department Heads or City Administrator through the Director of Finance/City Clerk, including working with outside agencies and City committees.

Assume the duties of the Director of Finance/City Clerk as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles and Governmental Accounting Standard Board guidelines.

Internal Revenue Code and interpretation of the Internal Revenue Code.

Wyoming Legislative Statutes for accounting and purchasing.

Federal requirements for Federal grants and compliance of Federal grants, including OMB Circulars A-11, A-89, A-122, A-123, and A-133.

Principles and concepts of information systems and technology.

Advanced principles and practices of budget development, preparation, and expenditure control.

Modern office procedures, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Supervise the work of staff involved in financial and accounting activities.

Analyze and interpret financial and accounting records.

Prepare complex financial statements, reports, and analyses.

Design and implement sound accounting and recordkeeping systems.

Develop and prepare an assigned budget and control expenditures.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of accounting goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience

Seven years of increasingly responsible professional accounting or auditing experience including three years of supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major coursework in accounting or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a CPA or CMA is desirable.

Must be bondable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective date: October 2003

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